

Arkansas State Board of Nursing



State Licensure Process: Most Common Mistakes that Delay Processing

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Information in this presentation is intended for the purpose of providing training for program directors and faculty that teach in Arkansas nursing programs.

Content may be shared with nursing education program students; however, it is not intended to include all instructions that the applicant needs to make application.

Complete instructions are located online at www.arsbn.org and within the online application system.



The Arkansas State Board of Nursing (ASBN) accepts applications electronically online through the online application system that is located on our website at www.arsbn.org.

The process for submitting an electronic ASBN examination application streamlines the application process for the applicant and eliminates submission of a paper application.

Application notes



Nursing students preparing to graduate from a nursing education program that are anticipating taking the NCLEX, are encouraged to make application early.

Applicants may make application up to two months prior to graduation; doing so will enable submission of the criminal background checks.

Note: Fees are non refundable in the event that the applicant does not successfully pass the nursing education program.

Application notes



- ❧ Early submission of an examination application facilitates processing by allowing ASBN to potentially receive the criminal background check results prior to an applicant completing the program.
- ❧ If an applicant waits and submits application at or after completion of the nursing education program, ASBN does not receive the criminal background check results until several weeks later, thus the application processing time takes longer.
- ❧ Please note that regardless of when an applicant submits an application to ASBN, whether or not an applicant successfully completes the nursing education program, fees are nonrefundable.

Application notes



- ❧ Submission of an examination application does not mean that an applicant is automatically or immediately processed.
- ❧ Once an application is electronically submitted, it is manually processed through a series of vital steps before an applicant is issued a temporary permit (if applicable) or made (deemed) eligible to test.
- ❧ New applications are in a queue of applications for review.
- ❧ The ASBN staff verifies receipt of associated fees for an application and changes the application status to a **pending** status.
- ❧ The application status is not updated on a daily basis, but will remain pending until required information is received and a respective application is processed.

How is application processed?

Processing Steps



- ❧ Verification of registration with the testing vendor (Pearson VUE),
- ❧ Submission of a complete and accurate application and fee(s),
- ❧ Receipt of approved program director verification,
- ❧ Review of responses to application screening questions, and
- ❧ Receipt of clear state and federal background checks.

Processing Steps



Registration with the testing vendor (Pearson VUE)

- ❧ In addition to completing the ASBN Examination Application for Licensure online, an applicant must register with Pearson VUE to take the NCLEX.
- ❧ An applicant is encouraged to make application to Pearson VUE before graduation when making submitting the ASBN state application.
- ❧ Registration with Pearson VUE must be complete before ASBN can begin processing an application and before a temporary permit (if applicable) will be issued.

Processing Steps



Submission of a complete and accurate application

- ✧ It is important that an applicant reviews an application before submitting it to ASBN.
- ✧ Any areas that are incomplete or incorrect and do not match the Pearson VUE registration will have to be clarified before processing can occur.

Processing Steps



Receipt of program director verification

- ❧ The nursing director of an applicant's nursing education program must verify graduation **after** completion of the nursing education program.
- ❧ The ASBN receives notification via a secure electronic verification process.

Processing Steps



Review of responses to application screening questions

- ☞ Applicant responds to a set of questions on the ASBN examination application regarding prior conviction(s), drug treatment etc.
- ☞ It is imperative that an applicant respond honestly.
- ☞ Applicant responding “yes” to any of the questions is routed for additional review and investigation . For additional information, access the Criminal Background Information and Frequently Asked Questions on our website at www.arsbn.org. Click on the Licensing tab, then the link in left column.

Processing Steps



Receipt of clear state and federal background checks

- ☞ Arkansas law requires applicants for licensure by examination to submit to criminal background checks. If an applicant has pleaded guilty or nolo contendere to or found guilty of any offense listed in ACA 17-87-312, he/she is not eligible for Arkansas licensure. (ACA 17-87-312 provides the applicant an opportunity to request a waiver of eligibility criteria related to a criminal background in certain circumstances.)
- ☞ Processing of an application includes review of the results of both the state and federal criminal background checks.
- ☞ Applicant with a state or federal background check that is not clear is routed for additional review and investigation.

Processing Note



Applicant that responds "yes" to any of the questions on the examination application or if there is a positive criminal background check(s), a temporary permit (if applicable) will not be issued nor will an applicant be deemed eligible to take the NCLEX until ASBN has reviewed the information and case is complete.

Processing Note



Once all processing steps are completed, ASBN deems an applicant eligible to test, and the testing vendor (Pearson VUE) will send the Authorization To Test (ATT) via email if an applicant provided an email address on registration with Pearson VUE.

The nursing education program is required to submit an official transcript to ASBN prior to release of the examination results and before a permanent license can be issued.

Processing Note



There are often times that an application is delayed in processing.

A few of the most common mistakes that an applicant may make that will delay processing of an ASBN application follows.

Most Common Mistakes that Delay Application Processing



Failing to submit application (register) to testing service (Pearson VUE) prior to application and/or graduation.

Result

Applicant state application will not be processed, a temporary permit will not be issued and an applicant will not be deemed eligible to test and receive the Authorization to Test (ATT).

Applicant must submit application for both the Arkansas State Board of Nursing Licensure and NCLEX at Pearson VUE, they are two separate application processes.



Most Common Mistakes that Delay Application Processing



Failing to provide social security number when registering with Pearson VUE.

Result

Applicant state application will be incomplete and will not be processed until receipt of applicant security number, a temporary permit will not be issued and an applicant will not be deemed eligible to test and receive the Authorization to Test (ATT). The applicant must submit a copy of the social security number to ASBN.

Most Common Mistakes that Delay Application Processing



Incorrectly checking the “CBC box” that indicates applicant already has Criminal Background Check (CBC) on file at the ASBN.

Result

Applicant will not receive an INA Search Number to place on the fingerprint card and a CBC will not be conducted.

The applicant must correctly request that background checks are conducted and contact ASBN if this step is omitted.

Most Common Mistakes that Delay Application Processing



Choosing the wrong nursing education program of study from the drop down menu on the application.

Result

Automatic notification of application submission is sent to incorrect Nursing Education Program Chair.

Applicant will not receive an INA Search Number to place on the fingerprint card and a CBC will not be conducted.

Additionally, the correct Nursing Education Program Director will not receive an email to verify program completion.

The applicant should closely review and edit the application for accurateness prior to submission.

Most Common Mistakes that Delay Application Processing



Incorrectly entering email address on the application.

Result

Applicant will not receive the two automatic email notifications.

Applicant should use his/her PERSONAL email account, not the nursing program email.

Applicant will not receive an INA Search Number to place on the fingerprint card and a CBC will not be conducted.

The applicant should closely review and edit the application for accurateness prior to submission.

Most Common Mistakes that Delay Application Processing



Failing to double check accuracy of application material before submission.

Result

Applicant enters incorrect, address, social security number, date of birth, etc.

Application is incomplete/incorrect and does not match the Pearson VUE application.

The applicant should closely review and edit the application for accurateness prior to submission.

Most Common Mistakes that Delay Application Processing



Not clicking the submit button at the end of the application.

Result

Application is not submitted and applicant will not receive the two automatic email notifications.

Most Common Mistakes that Delay Application Processing



Failing to provide license or certificate numbers for all licenses held.

Result

Applicant fails to inform ASBN of licensure.

Most Common Mistakes that Delay Application Processing



Failing to check the status of the application via the online check status of application link at www.arsbn.org.

Result:

The ASBN may post information to the applicant status link regarding missing or additional information that is needed. If the applicant does not check their status link, they will not receive this information.

Most Common Mistakes that Delay Application Processing



Failing to respond correctly to screening questions and/or submit required court documents for review, if applicable.

Result

Applicant fails to inform ASBN of prior issues that are required to be investigated. If an applicant is required to submit documentation for an investigation and does not, an investigator cannot review the required material.

Most Common Mistakes that Delay Application Processing



Failing to review compact state information within the online system and submits application to ASBN when Primary State of Residence is in another Compact State.

Result

Applicant is not able to hold a compact license in two states, application is denied; all fees are nonrefundable.



Most Common Mistakes that Delay Application Processing



Failing to follow directions for completing and mailing the fingerprint card. This includes **incorrectly** mailing the fingerprint card to the ASBN and/or submitting an incomplete fingerprint card.

Result

Directions for completion and mailing of the fingerprint card is located on the website, within the online application system and in the automatic notification email that an applicant receives. The card must be filled in completely (refer to instructions) and mailed to the Arkansas State Police.



Training Modules that are available

Training Modules are available on the ASBN website at
www.arsbn.org.

Click on Education/ Program Director and Faculty
Information.



Training Modules that are available continued...



Modules that are available

- Criminal Background Check
- Online Application for Licensure/Certification Training
- Program Director Verification
- State Licensure Process: Most Common Mistakes that Delay Processing
- What if an Applicant Marks “Yes” to a Screening Question